



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

MEDICAL RECORDS CLERK

Class No. 003046

■ CLASSIFICATION PURPOSE

To maintain the medical records of patients in corrections, mental health, skilled nursing facilities, acute care hospitals, clinics, or doctor's offices, and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Medical Records Clerk is a specialized, journey-level clerical class, found in the Health and Human Services Agency and the Sheriff's Department. Under general supervision, this class is responsible for maintaining the medical records of patients, residents and/or clients served in County facilities or clinics. Medical Records Clerk differs from the next higher class, Medical Records Technician, in that the latter is a technical position performing maintenance of records of a higher degree of complexity.

■ FUNCTIONS

The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Maintains secondary record systems including patient and disease indices.
2. Maintains admission and discharge records.
3. Maintains reports and chart organization.
4. Controls and preserves medical records.
5. Performs basic mathematical functions.
6. Prepares routine correspondence.
7. Processes release of information requests.
8. Provides necessary medical records for health team members for interdepartmental meetings and conferences.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
10. Maintains confidentiality of records.
11. Prepares and scans records for imaging.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Filing systems including alphabetical, numerical, chronological, and subject.
- Medical record keeping procedures, including medico-legal aspects of records.
- Principles of medical privacy and confidentiality.
- Admission and discharge charts.
- County customer service objectives and strategies.
- General office clerical processes and procedures.
- Basic medical terminology used in medical records.

Skills and Ability to:

- Maintain a filing system for admission and discharge records.
- Utilize automated record keeping systems.
- Read, understand and apply State of California, Title 22 or Title 15 regulations and the Joint Commission on Accreditation of HealthCare Organization guidelines related to maintaining medical records.
- Type and proofread reports, records, and correspondence.
- Perform basic mathematical functions.
- Understand and follow written and oral instructions such as written policy and procedures.
- Use computer applications (e.g. Microsoft Word, Excel).
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. One (1) year of full time experience maintaining medical records of patients in a corrections, mental health, skilled nursing facility, acute care hospital, clinic, or doctor's office within the last three (3) years; OR,
2. Six (6) months full time experience maintaining medical records of patients in a corrections, mental health, skilled nursing facility, acute care hospital, clinic, or doctor's office within the last three (3) years AND a certificate of completion in the Regional Occupational Program for Medical Records Clerk or Medical Assistant/Administrative, OR completion of at least 16 units of coursework in the Health Information Technology program, and/or relevant coursework from an accredited community college within the last three years.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: standing, sitting, bending, stooping, twisting of waist, side-to-side turning of neck, upward and downward movement of the neck; fine finger dexterity to operate keyboards, write materials and file.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None required

Certification/Registration

An ORIGINAL unaltered typing certificate (no photocopies) for at least 30 words per minute with a maximum of 5 errors must be attached to, or presented with the application and is required at time of application. The typing test must be for at least five minutes with two (2) gross words penalty for each error.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on number, severity, and recency. Prior to appointment candidates offered employment in the Health and Human Services Agency (HHSA) are subject to a background investigation. Candidates offered employment in Sheriff's Department facilities are subject to a background investigation that will include a polygraph examination.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

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Revised: December 30, 2002
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Medical Records Clerk (Class No. 003046)

Union Code: CL

Variable Entry: Y